MANAGEMENT OF CERTIFICATION DOCUMENTARY FLOW

AGRI-FOOD WORK INSTRUCTION-PROGRAMME DEVELOPPEMENT DURABLE

IT-CIV-ITD_CCD 07

March 2023, version 5

CONTENTS

BUREAU VERITAS COTE D'IVOIRE
AGRI-FOOD & TRADE – Programme Developpement Durable (PDD)

CHANGE HISTORY	
Revision date	**Nature of changes**
19 – 09 – 2019	Creation
14 – 02 - 2020	Added Chapter 4 - Related Documents
03 – 05 - 2021	Update following an internal reorganization - SAC becomes PDD Update following the appointment of a new PDD Manager Update following the appointment of a new Managing Director
16 – 01 - 2023	Update and readjustment
31 – 03 - 2023	Update and readjustment

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31 – 03 - 2023		31 – 03 - 2023		31 – 03 - 2023
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1   OBJECT

This technical instruction describes the document flow management mechanism put in place by the Bureau Veritas Côte d'Ivoire Sustainable Development Program (PDD) unit to ensure that the information obtained or generated during certification activities is properly stored and easily identifiable.

2   SCOPE

This instruction applies to all product or process certification activities received by the PDD unit.

3   RESPONSIBILITIES

Any person intervening at the interface of the certification process is responsible for the proper execution and application of this instruction and the principles set out below.

4   RELATED DOCUMENTS

Support document title	Kind	Storage area
AF_QHSSE _002PR Documentation management	Procedure	Sharepoint Africa
PL-CIV-ARCH 04_Payment	Procedure	Archivist Manager
PL-CIV-ARCH 05_Processing	Procedure	Archivist Manager
PL-CIV-ARCH 06_Communication	Procedure	Archivist Manager
PL-CIV-ARCH 07_Destruction	Procedure	Archivist Manager
PL-CIV-ITD_CCD 09 Documentary Control Procedure	Procedure	Sharepoint PDD
PL-CIV-ITD_CCD 01 General certification procedure	Procedure	Sharepoint PDD
PL-CIV-ITD_SU 01 GLOBALG.A. P certification procedure	Procedure	Sharepoint PDD

5   INSTRUCTIONS

- Throughout the certification process according to the certification program, two types of documentation are generated: physical documentation and electronic documentation. This documentation concerns the "Pre-audit" documentation, the "Audit" documentation and the "Post-audit" documentation.

- All electronic certification project information is securely stored on the PDD's audit record storage platform and only authorized persons have access. The storage platform for certification activities is CMX (platform in development).

- Electronic records are stored by client. The files consist of all the documentation generated from the audit request to the certification decision. All persons involved in the certification process are required to save the documentation generated at their level in the platform.

- The physical documentation is checked (each at their own level) and stored in cardboard folders. The cardboard folders are then placed in archival boxes.
- After a period of one year (February to January), the archive boxes are transferred to the archives. In order to safeguard the confidentiality and integrity of the files during transport by the archivist, a Bureau Veritas vehicle is made available to him. In the archives, therecords are kept in accordance with archival procedures.

AUDITING PROCESS	DOCUMENT FLOW	
	PHYSICAL	ELECTRONIC

PRE-AUDIT

- A client request
- Application Review
- Financial Technical Offer
- Signed contract
- Choice Audit team

AUDIT

- Audit

POST-AUDIT

- Audit review
- Certification decisions

PHYSICAL

- Attendance list
- Document disclosure agreement
- Internal inspection witness audit checklist
- Declaration of non-conflict of interest
- Non-compliance report signed
- Summary report signed
- Etc.

- Copy of certificate

ELECTRONIC

- Audit request form
- Pre-audit documents

- Audit request review
- Application file

- Financial Technical Offer
- good for agreement

- Voucher for signed agreement
- Proof of payment

- Audit plan

- Attendance list
- Document disclosure agreement
- Internal inspection witness audit checklist
- Declaration of non-conflict of interest
- Non-compliance report signed
- Etc.

- Assessed non-conformance report
- Corrective action sheet
- Proofs of correction
- Copy of certificate
- Non-certification email
- Certificate
- Etc